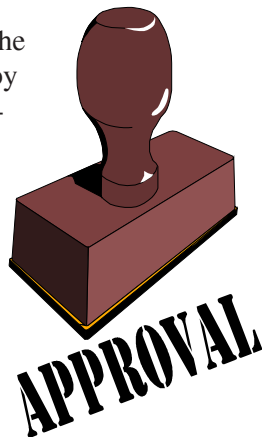


Follow State Policy, Regardless of Who Pays for Travel

An employee whose state travel costs are paid by a third party is still required to comply with state travel policies.

- ✓ All travel on state business, whether reimbursed by the State or by a third party, must have **prior approval** by the department head or designee. The proper authorization for out-of-state travel is a completed FI 5, Request for Out-of-State Travel Authorization, approved by the department head or designee.
- ✓ All travel arrangements must be made through the State Travel Office unless the third party makes the travel reservations and provides the airline ticket to the employee.
- ✓ An employee who receives a travel reimbursement from a third party **should not be enriched** by the reimbursement beyond what state travel policy allows. For example, if an employee is paid \$50 a day by a third party for an out-of-state meal allowance, then the difference between the state rate of \$38 and the \$50 must be deposited with the State. An employee who receives less than the state rate from the third party can be reimbursed by the State for the difference.
- ✓ Travel expenses reimbursed by a third party may be treated in one of the following ways:
 - ① Deposit the total third party reimbursement with the State as a refund of expenditure and obtain a regular travel reimbursement from the State.
 - ② Retain the amount reimbursed by the third party, up to the amount allowed by the travel policy, and accept no state reimbursement. If the amount is greater than that allowed by the travel policy, the difference must be deposited with the State.



Reimbursement by a third party is discussed in state accounting policies FIACCT 10-02.00, Travel – Reimbursement – General Policies; FIACCT 10-02.02, Travel – Reimbursement Procedure; and FIACCT 10-02.06, Travel – Reimbursement – Transportation. The policies are available on the Division of Finance Web site at www.finance.utah.gov/policies.

If you have questions about third party reimbursements, please contact Kathi Galusha at 801-538-3110 or by e-mail at kgalusha@utah.gov. ➔

Christopherson Travel Group Named to Utah 100

Congratulations to the state's contract travel agency, Christopherson Travel, for again being named to the list of the 100 fastest growing companies in Utah. Christopherson Travel is one of two Utah companies to be recognized by Governor Leavitt for ranking among the top 100 for seven of the eight years companies have been ranked. ➔



State Signs Agreement with Enterprise for Car Rental

Travelers may now use Enterprise Rent-A-Car in conjunction with in-state air travel. All car rental reservations must be made through the State Travel Office. Because Enterprise vehicles carry full insurance coverage, you do not need to pay for additional insurance.



If you are flying into the St. George airport, you will need to use the telephone in the baggage claim area to call the car rental company. Enterprise does not have a counter at the airport, but they will deliver a car to you once they receive your call.

Arrive at Airport Well Ahead of Departure Time

All of the warnings you have read about arriving at the airport two hours before your scheduled departure are still valid, **especially if you are traveling with a group**. Because airlines are fined thousands of dollars for not being on time, they cannot and will not delay an aircraft to wait for passengers who are still checking in or trying to get through security.

For group travel, you need to be at the airport two hours in advance. **This is a must**, and it applies to all members of the group. For individual travel from the Salt Lake City airport, passengers using curbside check-in should arrive one hour before departure; those using ticket counter check-in should arrive one hour and 30 minutes ahead; and those who already have a boarding pass should allow 45 minutes for the security check.



In addition, it's important to note that the State Travel Office cannot help you if you don't arrive at the airport in a timely manner. For example, if you need to change your flight, the agents must have time to talk to the airlines and to complete a ticket exchange to get you on another flight.

Airport Procedures Are Changing

Travelers should be prepared to present a boarding pass and valid photo ID at the airport security checkpoint at selected airports, even if you do not have checked baggage. Itineraries will no longer be valid for security. Travelers may obtain a boarding pass at the airline ticket counter, from the skycap at curbside check-in, or from an airline self-service check-in kiosk at the airport terminal (where available). Additional airports will adopt this requirement in the next few months.



In addition, be prepared for airport security to screen all checked baggage using several different methods. Some of the screening equipment will be visible in the lobby, while other equipment will be "behind the scenes." Whether you see the difference or not, all checked bags will be screened. If the Transportation Security Administration needs to open your baggage as part of the screening process and the bag is locked, they may have to break the lock. Therefore, they suggest that you do not lock your bags. If screeners do open your bag, they will place a notice inside the bag and will close it with a security seal.

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Diamond Raises Parking Fee

Diamond Parking has increased the rate for self-parking to \$4.50 per day. The State will reimburse travelers only up to the airport long-term parking rate, which is currently \$6 per day. Travelers must submit a receipt to be reimbursed for parking.

The most accurate and up-to-date resource for State of Utah airport parking rates is on the Division of Finance Web site at www.finance.utah.gov/travel/parking.htm. These rates may change at any time, so it is important to check before you go. Don't assume that the rates are the same as the last time you traveled.



Follow New Rules for Changing Non-Refundable Tickets

We want to remind travelers that airlines have adopted new rules for changing airline reservations for **non-refundable tickets**. These new rules affect only non-refundable tickets, not tickets purchased on state contracted fares.



Any change to a non-refundable ticket must be made on or before the date of your flight. **If you miss the deadline, the ticket will be worthless.**

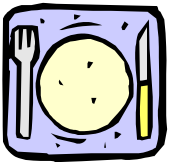
Notification deadlines for individual airlines are listed in the October 2002 issue of this newsletter (www.finance.utah.gov/pdf/trvooct02.pdf).

Airlines Test Charging for Food

Northwest Airlines has joined America West in trying to find out if travelers are willing to pay for airline food. The two airlines will offer a la carte dining options to passengers on selected flights for a trial period. Passengers will be able to purchase in-flight food items ranging from a snack box to beef tenderloin.



List of Caterers Is Now on Our Web Site



A list of caterers who have previously worked with agencies to provide food for group events at the state's per diem rates is now available on the Division of Finance Web site at www.finance.utah.gov/travel/caterers.htm. The page lists caterers from the Salt Lake City, Provo, and Ogden areas.

PaymentNet Web Site Will Change

Beginning January 20, the PaymentNet Web site will change. Users will be directed to a new site with a new look. We recommend that you bookmark the new site for future use.

Those who should be accessing the PaymentNet site to check JP Morgan Chase corporate MasterCard accounts are: travelers who hold a corporate MasterCard; agency corporate MasterCard administrators; and CTA (Corporate Travel Account) administrators.



If you have questions about using the new PaymentNet site, contact Nanette Moyer at 801-538-3020 or nmoyar@utah.gov. →